



**DEPARTMENT OF TRANSPORTATION
MARYLAND AVIATION ADMINISTRATION
RECRUITMENT AND EXAMINATION ANNOUNCEMENT
CAREER SERVICE POSITION**

RECRUITMENT: AIRPORT MANAGEMENT OFFICER I (8430)

SALARY: \$40,268 - \$64,282 with excellent health and leave benefits, advanced education and training opportunities, employee and employer contributory pension and 401k plans

CLOSING DATE: April 30, 2008

MINIMUM QUALIFICATIONS:

EDUCATION: Possession of a Bachelor's Degree from an accredited college or university with major course work in aviation management, aviation business administration, or airport management.

EXPERIENCE: Two years of experience in airport operations or airport management, one year of which must have included work as an operations officer or in a position directly responsible for land-based services to aircraft operators. These services include the assignment of gate positions and parking areas to aircraft, the monitoring of all airport operations areas for conformance to existing regulations, runway inspections, aircraft emergency service, airport security operations, vehicular traffic control, airport fire/rescue service, crowd control and/or tenant liaison.

OR

EDUCATION: Possession of a Bachelor's Degree from an accredited college or university.

EXPERIENCE: Four years of experience in airport operations work, two years of which must have included work as an operations officer or in a position directly responsible for land-based services to aircraft operators. These services include the assignment of gate positions and parking areas to aircraft, the monitoring of all airport operations areas for conformance to existing regulations, runway inspections, aircraft emergency service, airport security operations, vehicular traffic control, airport fire/rescue service, crowd control and/or tenant liaison.

Note: Applicants may substitute on a year-for-year basis additional airport operations experience, as defined above, for the required college education at the rate of one year of experience for thirty (30) credit hours of education.

LICENSES, REGISTRATIONS AND CERTIFICATES:

- 1. Employees in this classification are assigned duties which require operation of a motor vehicle. Employees will be required to possess a motor vehicle operator's license valid in the State of Maryland.**
- 2. Employees in this classification must obtain a BWI Airfield Operator's Permit in accordance with Code of Maryland Regulation 11.03.01.04, Control of Vehicular Traffic on the Air Operations Area prior to permanent appointment.**
- 3. Employees in this classification may be assigned duties that require the operation of an airplane. Employees assigned such duties will be required to possess both a Federal Aviation Administration Pilot's Certificate with authorization to operate at least a single-engine land plane, and a valid FAA Airman's Medical Certificate.**

POSITION DUTIES:

The Airport Management Officer I classification is responsible for the management of operational activities at the Baltimore/Washington International Thurgood Marshall and Martin State Airports. Employees in this classification ensures airport operational activities are in conformance with Federal Aviation Administration (FAA), Occupational Safety and Health Administration (OSHA), Code of Maryland (COMAR) and Maryland Aviation Administration (MAA) rules and regulations, good safety practices, airport security directives, noise abatement practices, aircraft rescue procedures, firefighting response capabilities, communications requirements, emergency defense readiness procedures and other operational considerations. Employees in this classification may be required to inspect public and private-use airports throughout the State of Maryland to ensure compliance with COMA regulations. In emergencies, this employee must obtain additional law enforcement, firefighting, rescue assistance and any other measures necessary from outside the Airport organization for the protection of persons and property. Employees may be required to work rotating shifts, which include evenings, nights and weekends. In the event of Airport emergencies, employees are subject to call back during scheduled off hours.

SUBMIT EMPLOYMENT APPLICATION (DTS-1) BY – APRIL 30, 2008 - TO:

**Kenneth E. Acker, Manager, Division of Recruitment and Examination
Office of Human Resources and Risk Management
Maryland Aviation Administration
P. O. Box 8766
BWI Airport, MD 21240-0766
Send fax to (410) 859-7763 or E-mail to: kacker@bwiairport.com**

MAA Employment Application Forms (DTS-1) may be obtained by calling (410) 859-7300, (410) 855-6022, from the MDOT web site: www.marylandtransportation.com, or visiting the Office of Human Resources at: 901 Elkridge Landing Road, Suite 150, Linthicum MD 21090.

Note: Résumés cannot be substituted for any part of the application. Application must be completed in its entirety, "See résumé" is not acceptable. Please photocopy additional pages as needed.

NOTE: Eligible applicants will be subject to a background investigation under federal or State laws and regulations. A conviction is not an automatic disqualification to employment. Erroneous, misleading or fraudulent information on an application is sufficient grounds for rejection from the hiring process, removal from the list of eligibles, withdrawal of an offer for employment or immediate discharge. The MAA is dedicated to a Drug Free Workforce and therefore employees are subject to the Maryland Department of Transportation's (MDOT) Substance Abuse Policy, which includes drug and alcohol testing. The MAA does not discriminate on the basis of age, ancestry, color, creed, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, political affiliation, sex or sexual orientation in employment. Bi-lingual applicants are encouraged to apply.

Special test arrangements or reasonable accommodations will be made for qualified candidates with disabilities upon request. Please notify the Office of Human Resources in advance if any of the above is needed by calling (410) 859-7693, via TTY (410) 859-7227 or via the Maryland Relay Service 1-800-735-2258. Employees hired within this classification will be employed by the MDOT.

Date posted/Issued: March 27, 2008

An Equal Opportunity Employer